## Template for Project Description – KommuneHelse 2024

The project should be presented clearly, using language that is understandable to people with a general understanding of the field. Please note that the professionals who assess your application do not necessarily work in the exact same area as you.

The template is designed to capture all elements of the assessment criteria. We strongly recommend that you read the assessment criteria and the text of the call carefully.

The project description must not exceed 11 pages, including the reference list. It is not possible to upload an attachment that exceeds the number of pages. The page format must be A4 with 2 cm margins, single spacing and Arial, Calibri or Times New Roman, 11-point font. It is allowed to use 9-point font for reference list and figure text. Do not use links in the project description, these will not be included in the assessment.

### Project title

Use the same title as in the application form.

### 1. Research and innovation

**Project idea and knowledge needs**

Describe the project and how research and innovation can contribute to meeting challenges and specific needs in the municipal health and care services.

* Does the project have the potential to generate new knowledge that provides a basis for changed practice, new measures, services or other innovation?
* Describe what relevant and up-to-date knowledge the project is based on, and what knowledge needs are not covered by existing research.

**R&D activities, R&D challenges, design and method**

Describe which R&D methods are used in the project and why.

* Formulate concrete and verifiable goals for the R&D activities in the project
* Describe in detail the methodology chosen to address the project's objectives, research questions and/or innovation idea. Use a structure of main tasks/work packages.
* If necessary, specify why an interdisciplinary approach has been chosen and the added value of this.
* Describe how relevant stakeholder/user knowledge will be used.

**Ethics and social responsibility**

Describe social responsibility, [ethical issues](https://www.forskningsradet.no/forskningspolitikk-strategi/forskningsetiske-krav/) and the gender dimension in the research.

### 2. Impacts and effects

Describe how the project responds to recognised needs and facilitates sustainability in the municipal health and care services.

**Benefits and value creation**

* Describe the project's potential effects and effects, and how the project facilitates the realisation of benefits in the municipal health and care services.
* Describe other positive effects for users, e.g. patients, relatives, employees, citizens, the administration and/or society in general.
* Describe how the planned results will be made openly available to ensure reuse of the research results and enhance reproducibility.

**What do we mean by realisation of benefits?**

*Benefit realisation is about extracting and ensuring that both expected and unexpected benefits are actually utilised. This means that benefit realization is about something more than just completing a project, the project must also be utilised. The realisation of benefits can take place both during the project in that some benefits provide benefits along the way, as well as after the project period has ended. Here we ask that you outline a plan for how you will make use of the benefits from the project****.***

**Plan for realising benefits from the project**

* Describe the plan for benefit realisation, including risk assessments, methods, resource needs, partners, anchoring and roles. Describe how the research and/or innovation can lead to benefits and effects, and what you will do to bring about changes and benefits. We ask for a sketch of a plan for reaping benefits that are implemented in parallel with the research activities in this project (for example, to make use of results achieved along the way), and plans for how you will follow up after this project has ended. You should set key milestones, i.e. the important stages on the way to benefiting from gains. Decision points that may entail important choices in the realisation should be included. You should also consider whether the use of tools can be helpful and describe roles and anchoring.

*Also consider risk elements, in Table 1, that will be of importance in order to benefit from new measures, changed practices or other innovation. The following may be relevant to consider:*

* + *Implementation risk*
	+ *Funding risk*
	+ *Organizational risk*
	+ *risk related to the need for changes to laws and regulations*
	+ *market risk for any private partners*

**Managing risk**

|  |  |  |
| --- | --- | --- |
| Description of risk elements | Probability (low, medium, high) | Plan for risk management  |
|  |  |  |
|  |  |  |
|  |  |  |

*Examples of what may be relevant to mention:*

*Plan for implementation and introduction of new or changed services.*

*Plan for implementation of new methodology, new organisation or new management models.*

*Plan for the introduction of new or improved working methods or processes.*

*Methods and tools that are intended to be used in the realization of benefits.*

*What kind of measures are planned to achieve value and benefit? For example, the need for new expertise, anchoring, new technology, dissemination and training, and the establishment of cooperation for further dissemination.*

*What resources are the players dependent on in order to implement the plans for realising the innovation?*

*There are various tools that can be useful*

[The Norwegian Agency for Financial Management (DFØ)](https://dfo.no/fagomrader/gevinstrealisering#Last-ned-veilederen-til-gevinstrealisering:6636)
[Roadmap for service innovation](https://www.ks.no/fagomrader/innovasjon/innovasjonsledelse/veikart-for-tjenesteinnovasjon/) from KS

[Benefit realisation - KS](https://www.ks.no/fagomrader/innovasjon/innovasjonsledelse/veikart-for-tjenesteinnovasjon/alle-verktoy/gevinstrealisering/)

[How to work with innovation – CO-PI](https://co-pi.dk/brug-os-til/arbejde-med-innovation/)

[Handbook for co-creation (pdf) (ks.no)](https://www.ks.no/globalassets/handbok-for-samskaping.pdf)

**Dissemination, sharing and dissemination**

Describe the dissemination, sharing and dissemination of results from the project according to the following points:

* Describe plans for both scientific and popular science dissemination
* Describe who will be the target group for sharing and disseminating experience and results
* Describe activities for dissemination to relevant stakeholders/users during and after the project has ended.

### 3. Implementation

In this section, you must elaborate on the description in the application form so that it is possible to assess the extent to which the project is feasible.

**Project plan for research and development work**

The project plan elaborates on the content of the table "Main activities and milestones during the project period" under "Progress plan" in the application form. Remember that decision points that may entail important choices in the project implementation must be included as milestones in the aforementioned table. Insert a Gantt chart to show the project flow and the relationship between the main tasks and milestones.

**Main activities of the project**

Describe each main activity/work package (H1, H2, etc. in accordance with the table in the application form) with the following points:

* + Title of the main activities/work packages
	+ Course content: Give a brief description of the content of the main activity
	+ Deliverables and results
	+ milestones for the research activities, mark which of these are critical for the implementation of the project. The milestones must be numbered so that it is clear which work package they are linked to.
	+ responsible partner for implementation (use Table 2 to summarise which partner is responsible and which partners are involved)
	+ Risk management for research - Fill in Table 3 to describe research risks and plans for managing these.

**Table 2: Distribution of roles (delete or add lines as needed)**

Group and describe partners as follows:

1. *Municipalities/county municipalities (K1, K2, etc.)*

Municipalities/county authorities as Project Owner or partner. Describe the role of the companies and why they should participate in the project.

1. *Research partners (F1, F2, etc.)*

Research partners as Project Owner or collaborator. Describe the role and academic justification for participation in the project. If research fellows are to be included in the project, describe how the research fellows' work is relevant to the project's research needs.

1. *Other collaborators (A1, A2, etc.)*

A1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner category | Name of Partner | Responsible for Main Activity | Participates in Main Activity | Role and reason for participation  |
| K1 |  | (e.g. H1, H2) | (e.g. H3, H4) |  |
|  |  |  |  |  |
| F1 |  |  |  |  |
|  |  |  |  |  |
| A1 |  |  |  |  |
|  |  |  |  |  |

**Managing risk 3: Risk management for the project (delete or add lines as needed)**

|  |  |  |
| --- | --- | --- |
| Description of risk  | Probability | Plan for risk management |
|  |  |  |
|  |  |  |
|  |  |  |

**Project organisation, collaboration and anchoring**

* Describe the organization and governance structure of the project
* Describe the support of all partners in the project, anchoring should also be stated through letters of intent
* Explain why the chosen organizational model and governance structure fits the complexity and size of the project
* Describe the role of each of the partners in the implementation of the research and development activities and what knowledge/expertise they contribute.

### Relevance to the call (maximum 1/2 page)

Describe how and why the proposed project is relevant to the topic, requirements and guidelines of the call.